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27 April 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Conference/Briefing Room Utilization - Office of Security

1. Tabulation of usage of Conference/Briefing rooms as scheduled by components of the Office of Security has been completed for the period of 1 January through 30 March 1970. The number of conferences/briefings versus the size of the room used was not recorded and so could not be considered in this analysis of utilization.

2. The following Conference/Briefing Rooms are assigned to the Office of Security:

a. Conference Rooms

Hqs: 4E64 - 483 square feet - capacity 30-35 Office of
the Director of Security

Hqs: 3F20 - 231 square feet - capacity 8-10 - Special Security
Center (Acquired 10 April 1970)

25X1A6a

██████████ 1A39 - 489 square feet - capacity 30-35 --Office of
Security Components ██████████

25X1A6a

b. Briefing Rooms

Hqs: GA13 - 1439 square feet - capacity 79 Administration and
Training Staff

Hqs: 1F13 - 334 square feet - capacity 15-20 Building Security
Branch, Physical Security Div.

Magazine 609 - 1480 square feet - capacity 50 Technical Security
Division

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25X1A 3. The utilization rate of the two conference rooms indicate almost maximum usage of one and a lesser usage of the other. Of the total of 992 conference hours only 561 or 57% were used. The utilization of the Headquarters one was 82% and that in [REDACTED] only 31%; however, each one was used each available day.

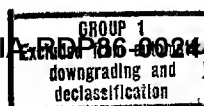
CONFERENCE ROOMS			
	No. of Hrs. <u>Utilized</u>	% of Hrs. <u>Utilized</u>	% of Days <u>Utilized</u>
4E64 (Hqs.)	407	82%	(62) 100%
25X1A6a 1A39 [REDACTED]	154	31%	(62) 100%

Overall 57% (561 of 992) 100% (124 of 124)

4. The utilization rate of the three briefing rooms indicate that improvement can be realized by more effective scheduling and a possible saving of space. 1F13 is used in the following manner: for those personnel who must read the security regulations and statutes and as a holding area for those being photographed fingerprinted and badged. It is used daily for varying periods and the personnel assigned there estimate its usage at 50%. GA13, is a theatre/briefing room. The regularly scheduled activities are: the weekly security indoctrination (8 hrs-Monday), three OS courses (1 of 3 weeks and 2 of 2 weeks) except Mondays (with Mondays usually held in 4E64); three OTR 1 week courses (Mondays excluded); and the monthly traffic court. OCS and RID schedule it for four days every three months for component training. This scheduled usage accounts for 45% of its hourly potential with another 10% for usage as a conference room by OS and other elements of the Agency during the analysed reporting period. After hours it is used as an educational classroom. Room 609, Magazine Building, is a theatre demonstration room housed in a Secure Area. This is utilized six full days per month in briefing personnel on audio capabilities of the opposition and what to look for both in the Station and their residences. This area is also used by OTR for the Mid-Career Course and other activities on the average of three days per month (scheduled). This amounts to 198 hours or 40%. It has also been used by OBG and OP for large groups. It is believed that through scheduling this area could be consolidated with GA 13 resulting in more efficient usage of GA13 and a space savings of 1480 square feet. However, this may place a burden upon the Office of Training.

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Room	BRIEFING ROOMS		
	<u>No. of Hrs. Utilized</u>	<u>% of Hrs. Utilized</u>	<u>% of Days Utilized</u>
6A13 (Hqs.)	273	55%	(50) 80%
1F13 (hqs.)	248	50%	(62) 100%
609 (Mag)	198	40%	(27) 43%
overall 45% (719 of 1488) 74% (139 of 186)			

25X1A9a



Security Representative
Building Planning Staff O/L

25X1A9a BPS/OL/ [redacted] (27 April 1970)

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